

## EMERGENCY EXPENDITURE DOCUMENTATION

AGENCY

DATE REQUESTED

REASON FOR REQUEST

REQUESTED BY

PHONE

VENDORS CONTACTED

TOTAL PRICE

1.

\$

2.

\$

3.

\$

APPROVED VENDOR

AMOUNT

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

FAX THIS COMPLETED FORM INCLUDING ALL NECESSARY JUSTIFICATIONS TO (317) 232-7312.  
ATTACH ADDITIONAL SHEETS IF NECESSARY.